



Development Services Division  
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DSW-11

## SHORELINE VARIANCE SUBMITTAL WORKSHEET

### WHAT IS THE PURPOSE OF A VARIANCE AND THIS WORKSHEET?

*A shoreline variance is the mechanism by which a property owner can request adjustments be made to specific bulk, dimensional or performance standards; when the strict application of these standards results in an undue hardship or thwart the Shoreline Management Acts policies as stated in RCW 90.58.202. In the granting of all Shoreline Variances, consideration is required to be given to the cumulative impact of additional requests for like actions in the area; i.e. if variances were granted to other developments in the area where similar circumstances exist, the total of the variances should also remain consistent with the policies of RCW 90.58 and should not produce substantial adverse effects to the shoreline environment or result in a net loss of ecological functions. A shoreline variance is not to allow uses that are prohibited Shoreline Master Program, make adjustments based on the desires of the property owner, or rectify a condition that was the result of the actions of the property owner.*

*This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.*

- ☐ **Application:** Provide one (1) copy of the Joint Aquatic Resource Permit Application (JARPA) and a completed Master Development Application. The JARPA is available at the following website: [http://www.epermitting.wa.gov/site/alias\\_resourcecenter/jarpa\\_jarpa\\_form/9984/jarpa\\_form.aspx](http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx)  
An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/dept/development/serv/cdservices.html>
- ☐ **Project Narrative:** Provide four (4) copies. The narrative should provide a general description of the proposed project which includes the proposed use or uses and the activities necessary to accomplish the project, a description of the property as it now exists including its physical characteristics and improvements and structures, and a description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics
- ☐ **Photographs:** Submit photographs to illustrate the subject property under discussion.
- ☐ **State Environmental Policy Act (SEPA) Documentation:** All shoreline variances require a SEPA review in conjunction with the review of the variance request; therefore, the applicant shall provide two (2) copies of a complete SEPA Checklist. A word version of the SEPA checklist is available at the following web address: <http://www.desmoineswa.gov/dept/development/serv/cdservices.html>
- ☐ **Notice Map:** Provide one (1) copy of the plat layout on 8.5"x11" paper.

☐ **Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.

☐ **Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.

☐ **Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.

☐ **Site Plan:** Please provide four (4) copies. The applicant shall submit a dimensioned plan drawn at a scale of 1"= 20' if the site is one acre or less, 1" = 40' for sites over one acre. The site plan should include the following:

- ☐ Name of proposed project
- ☐ Date, scale, and north arrow
- ☐ The boundary of the parcel(s) of land upon which the development is proposed.
- ☐ The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
- ☐ Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
- ☐ A delineation of all wetland areas that will be altered or used as a part of the development.
- ☐ A general indication of the character of vegetation found on the site.
- ☐ The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
- ☐ Where applicable, a landscaping plan for the project.
- ☐ Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
- ☐ Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
- ☐ Quantity, composition and destination of any excavated or dredged material.

- ❑ A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- ❑ Where applicable, a depiction of the impacts to views from existing residential uses and public areas.

☐ **Written Justification:** Please provide four (4) copies. The applicant must submit a written justification explaining how the applicant complies with the criteria provided below. In preparing the justification statement, the applicant must re-state the criteria and provide the corresponding answer directly below each of the criteria. In order to approve a variance request, the Hearing Examiner must find that **all of** the standards established by Section 7.5.2 of the SMPA are met.

- ❑ Describe how the strict application of the bulk, dimensional or performance standards set forth in the SMP precludes, or significantly interferes with, reasonable use of the property.
- ❑ Describe how the hardship described above is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and not, for example, from deed restrictions or the applicant's own actions.
- ❑ Describe how the design of the project will be compatible with other permitted activities within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment.
- ❑ Describe how the variance does not constitute a grant of special privilege not enjoyed by other properties in the area, and will be the minimum necessary to afford relief.
- ❑ Describe how the public interest will suffer no substantial detrimental effect.
- ❑ For variance request for development that will be located either waterward of the ordinary high water mark or within marshes, bogs or swamps as designated in WAC 173-22, the applicant describe how the project complies with these additional standards:
  - ❑ Describe how the strict application of the bulk, dimensional or performance standards set forth in this Program precludes all reasonable use of the property.
  - ❑ Describe how the public rights of navigation and use of the shorelines will not be adversely affected by the granting of the variance.

☐ **Application Fees:** As required by the current Development Services Fee Schedule.